



POLICY AND PROCEDURE

No. 25-03

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

3/1/00

TITLE

SPECIALTY TEAMS POLICY

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MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

SPECIALTY TEAMS

Issued by: Montgomery County Fire and Rescue Commission

Policy No. 25-03

Authority: Code Section 21-2.(d)(2)

Supersedes: AP No. 25-03 "Operational Specialty Teams," Dated January 12, 1989

Effective Date: March 1, 2000

SUMMARY:

This policy establishes guidelines for the operational and administrative roles, responsibilities, and management of the Montgomery County Fire and Rescue Service (MCFRS) Specialty Teams. The Fire and Rescue Commission authorizes the establishment of these teams and approves their minimum entry-level requirements. The Fire Administrator, through the assignment of a Specialty Team Coordinator and individual Specialty Team Leaders, has management and enforcement authority for the overall operation, coordination, administration, and accountability of all MCFRS specialty teams.

DEADLINE:

Montgomery County Fire Board Comment: October 21, 1999
Local Fire and Rescue Departments Comment: October 21, 1999
Division of Fire and Rescue Services Comment: October 21, 1999

ADDRESS:

Please address all comments regarding the proposed policy to Gordon A. Aoyagi, Chair, Montgomery County Fire and Rescue Commission, 12th Floor, 101 Monroe Street, Rockville, MD, 20850.

STAFF:

For additional information, you may contact Beth Feldman, Montgomery County Fire and Rescue Service, on (240) 777-2423.

BACKGROUND:

Specialty teams are created to provide specific operational capabilities when the skilled service of an expertly-trained and uniquely-equipped emergency response team is required to mitigate certain types of incidents.



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Sec 1. **Purpose:** To allocate responsibilities for the general administration, operation, and management of all Montgomery County Fire and Rescue Service Specialty Teams.

Sec. 2. **Applicability.** This policy applies to all Montgomery County Fire and Rescue Service specialty teams and their members, as authorized by the Fire and Rescue Commission.

Sec.3. Definitions

- a. **Division of Fire and Rescue Services (DFRS).** The Division of the Montgomery County Fire and Rescue Service comprising career employees and volunteers. The DFRS shares with the Local Fire and Rescue Departments the direct responsibility for providing fire suppression and emergency medical services.
- b. **Division of Volunteer Fire and Rescue Services (DVFRS).** The Division of the Montgomery County Fire and Rescue Service comprising the Local Fire and Rescue Departments. The DVFRS shares with the DFRS the direct responsibility for providing fire suppression and emergency medical services
- c. **Fire Administrator.** The non-uniformed department head of the Montgomery County Fire and Rescue Service, appointed by the County Executive. The Administrator serves as ex officio chair of the Fire and Rescue Commission, is responsible for implementing and enforcing Commission policies, administering all fire and rescue services provided in the County, and supervising the chiefs of both the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services, as defined in Chapter 21-3.
- d. **Local Fire and Rescue Department (LFRD).** The component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services, in conjunction with DFRS, as defined in Chapter 21.
- e. **Montgomery County Fire and Rescue Service (MCFRS).** Fire and rescue service organization that consists of the Division of Volunteer Fire and Rescue Services, which includes the Local Fire and Rescue Departments as defined in Chapter 21, and the Division of Fire and Rescue Services.



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- f. **Specialty Team.** A uniquely-skilled team approved by the Fire and Rescue Commission. A specialty team comprises highly-trained individuals who are qualified to use specialized tools, equipment, or materials to assist the Incident Commander in mitigating or addressing a special hazard or circumstance, or providing specialized services for an emergency response or rescue.
- g. **Specialty Team Coordinator.** The individual whom the Fire Administrator has assigned to coordinate and integrate the activities of all the Specialty Teams.
- h. **Specialty Team Leader.** The individual whom the Fire Administrator or designee has assigned to manage and direct a specific Specialty Team.
- i. **Team Member.** A trained and qualified member of any Montgomery County Fire and Rescue Service specialty team.

Sec. 4 **Policy.** It is the policy of the Fire and Rescue Commission to enhance the emergency operational response and rescue capabilities of the **MCFRS** by establishing an efficient and effective system of **specialty teams**. These teams possess unique skills, expertise, training, tools, materials, and equipment to meet the emergency needs and to address the hazards of the community.

Sec 5. **Procedure**

- a. **Team Establishment.** The Fire and Rescue Commission must approve the establishment and standard operating procedures, and any reorganization and modification of all **specialty teams**. The justification to operate a team must be made to the Fire and Rescue Commission based on needs and overall system response capability, as well as the efficiency and effectiveness of the **specialty team** system.
- b. **Team Funding.** Once approved by the Fire and Rescue Commission, each **specialty team leader** must submit the team's annual budget funding request to the **specialty team coordinator** for the **Fire Administrator's** consideration and approval.



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- c. Team Role. When dispatched through the **MCFRS** Emergency Communications Center, **specialty teams** serve in a support capacity to the IECS Incident Commander. The **specialty team** officer-in-charge confers with and coordinates any team action with the Incident Commander at the scene, in accordance with the Fire and Rescue Commission's *Integrated Emergency Command Structure* and the **Incident Command System**.
- d. Team Membership. Each **specialty team** must include an appropriate number of qualified individuals who meet the specific minimum entry-level requirements established by the Fire and Rescue Commission.
1. A **specialty team member** may be a member of the **LFRD** or **DFRS**, or may be an individual who meets the requirements of the **specialty team**, and is affiliated with the **MCFRS** as a County volunteer.
 2. Qualified individuals must submit a team application to the **specialty team coordinator** for approval. **DFRS** applicants must obtain approval from the **DFRS** Chief; **LFRD** applicants must obtain approval from their **LFRD** Chief.
 3. Any County employee may apply for team membership through the supervisory chain-of-command, if appropriate, to the **specialty team coordinator**.
 4. The **specialty team coordinator** may remove any member of the team for failure to meet training requirements, performance standards, certification requirements, and professional ethics, based on the recommendation of the **specialty team leader**.
- e. Training Requirements. All **team members** must maintain their proficiency through regular training. The **specialty team coordinator** will remove any member who fails to meet the approved training standards.

Sec 6. Responsibilities.

- a. The Fire and Rescue Commission:



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1. approves the establishment, organization and standard operating procedures of all **specialty teams**;
 2. considers and provides comments on the annual budget for the operation and administration of approved **specialty teams**; and
 3. approves rules and regulations enabling the teams to meet applicable Federal, County and State legal requirements.
- b. The **Fire Administrator** is responsible for the operation, coordination, administration, and accountability of the **specialty teams**. The **Fire Administrator**:
1. assigns a **specialty team coordinator** to oversee the activities of the **specialty team leaders**;
 2. submits the annual budget requests for the operations and administration of the **specialty teams** to the Fire and Rescue Commission for consideration and comments;
 3. recommends appropriate standard operating procedures and policies for each **specialty team**, including training and certification standards, to the Fire and Rescue Commission for approval; and
 4. submits an annual report to the Fire and Rescue Commission on the status of membership, operations, and use of the **specialty teams**.
- c. The **specialty team coordinator** or designee is responsible for the oversight of all of the **specialty teams** and their members, and the day-to-day activities of the **specialty teams**. The **specialty team coordinator**:
1. formulates, recommends revisions to, and implements the standard operating procedures and policies approved by the Fire and Rescue Commission;
 2. ensures compliance with and implementation of operational and training procedures, including training and certification standards;



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3. reviews applicants and recommends appointments and removal of **team members**. The removal of any special team member by any person(s) must be for cause.
 4. prepares an annual report to the **Fire Administrator** regarding the status of membership and certification of each **specialty team**;
 5. monitors budgetary issues, including the approval of purchases, supplies, and equipment and other team needs as deemed appropriate; and
 6. coordinates all aspects of the **specialty teams**' activities to ensure the operational integration, efficiency, and effectiveness of its performance with system needs and mission.
- d. Each **specialty team leader** is responsible for all of the team's activities. The **specialty team leader**:
1. implements adopted policies and procedures for the team, formulates and recommends new or revised policies and procedures, and submits them to the **specialty team coordinator, Fire Administrator** and FRC for approval;
 2. coordinates team training with the **specialty team coordinator**;
 3. maintains a record of organization and equipment for the **specialty team**;
 4. ensures the team's readiness and responsiveness;
 5. procures supplies and ensures the maintenance of the team's tools, equipment, materials, and facilities; and
 6. prepares a post incident analysis on any active deployments of the team to improve the **specialty teams**' readiness, response, operations, communications, coordination, and tactics, as required in the *Incident Command System* regulation.

Sec. 7. **Enforcement.** The **Fire Administrator** is the enforcement authority for all policies of the Montgomery County Fire and Rescue Service.



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Sec. 8. **Effective Date.** This policy is effective on March 1, 2000

Attest:

Gordon A. Aoyagi, Fire Administrator

March 1, 2000

Date

Specialty team policy bf final 1/28/2000